

## **Statement of Work**

### **Scope**

The Fisheries Sampling Branch of the Fisheries and Ecosystems Monitoring and Analysis Division of the Northeast Fisheries Science Center, National Oceanic and Atmospheric Administration (NOAA), National Marine Fisheries Service (NMFS) has a requirement to perform data entry and quality control editing of commercial sea sampling data collected during commercial fisheries trips.

### **Requirements**

The contractor shall perform data editing on-site at the Northeast Fisheries Science Center (NEFSC), Woods Hole, MA.

Quality control editing involves reviewing raw data collected at sea by fisheries observers. These data describe the various activities performed by commercial fisheries and includes gear description variables, effort data, species composition information, and protected species data. Quality control editing requires the ability to spot potential recording errors in the biological data as well as critically evaluate each data variable for accuracy and precision. In addition, editors are often the observer's primary Observer Program contact for questions regarding proper sampling techniques and protocols.

### **Specific Tasks**

Review raw data logs for completeness and accuracy. Contact observers to verify inconsistencies and solve data recording problems as needed.

Maintain records on individual observer performance to be used in assessing overall data quality and schedules observer debriefings as necessary.

Completes bonus evaluations on a per trip basis.

Submits weekly reports on editing progress to COTR.

Keeps lead editor and Data Manager informed of important and serious data recording issues.

Assists with routine audits and checks on database. This will include 'final check' evaluation whereby critical fields of raw data are compared to master data.

#### Observer Training:

- Assists with preparation of observer exercises, homework assignments, workshops, quizzes, exams and presentations as needed.

#### Field Work:

- Deploys aboard commercial fishing vessels (single day and multi-day trips) to become familiar with observer duties at sea as needed.

#### **Progress Compliance**

Semi-annual reviews will assess the contractor's performance, original thinking, motivation, cooperativeness, and interaction with observers.

#### **Acceptance**

Fisheries Sampling Branch staff will monitor contractor performance and provide feedback to the Contracting Officer's Technical Representative (COTR).

#### **Responsibilities**

The Government (DOC, NOAA, NMFS, NEFSC) will provide appropriate computer equipment and software, office space and utilities necessary to accomplish the described tasks. The incumbent receives specific instructions regarding work methods, equipment, procedures, and expected results. Once route procedures have been established and verified by Fisheries Sampling Branch staff, the contractor is expected to perform the procedures without supervision, unless problems are encountered. Work is reviewed in progress and upon completion for accuracy as well as thoroughness and conformance with established procedures and instructions.

#### **Qualifications**

Offerors with a B.S. degree in Marine Biology, Fisheries, or a related field, or an Associates Degree or equivalent in a related field will be considered a Data Editor I. A Data Editor II will have a Masters degree in related fields, or a minimum of 2 years experience as a Data Editor I, or 1 year experience as a fisheries observer. Data management experience at the college or professional level, experience with UNIX based computers, ORACLE and networked systems is desired.

Some travel may be required.

## **SPECIAL NOTE: Security and Safety Requirements**

All contracted employees, selected for a position, must complete the appropriate security paperwork and take the on-line Security Awareness Briefing at [WWW.SECURITY.NOAA.GOV](http://WWW.SECURITY.NOAA.GOV). Additionally, a NOAA on-line Safety Training Course must be completed upon reporting for duty at [WWW.ECS.NOAA.GOV/](http://WWW.ECS.NOAA.GOV/).

Paperwork for 1 year contracts will include the following:  
Special Agreement Check

- OFI Form 86C
- FD - 258 (Applicant fingerprint chart)
- NOAA Form 65-8
- Certificate of Completion for on-line Security Awareness Briefing
- Certificate of Completion for on-line Safety Training.

Additional security information/requirements may be found at [WWW.OSY.NOAA.GOV](http://WWW.OSY.NOAA.GOV).

Please contact Laura Shulman at [lshulman@integratedstatistics.com](mailto:lshulman@integratedstatistics.com) to apply.